



**U.S. Department of Justice
Federal Prison System**

Federal Correctional Complex - Low
Petersburg, VA 23804

Institution Supplement

NUMBER : PET-5267.06
DATE : December 6, 2002
SUBJECT: Visiting Regulations

-
1. PURPOSE AND SCOPE. The purpose of this institution supplement is to establish procedures for implementing Bureau of Prisons' Program Statement 5267.06, Visiting Regulations, dated May 17, 1999. This supplement covers visiting procedures for the Camp and FCC Petersburg.
 2. DIRECTIVES AFFECTED. Institution Supplement PET-5267.14, Visiting Regulations, dated March 31, 1999, is cancelled. Bureau of Prisons' Program Statement 5267.06, Visiting Regulations, dated May 17, 1999; Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999; and Institution Supplement PET-1315.06, Inmate Legal Activities, dated July 28, 2000, are referenced. Accreditation Standards C2-4205, C2-4206 and C2-4207 are also referenced.
 3. VISITING FACILITIES. The FCC visiting room is located in the administration building on the first floor, north side. The camp visiting room is located across the street from the administration building. Both visiting rooms are non-smoking areas. Additionally, visitors are not authorized to depart the FPC visiting room to smoke, then re-enter the visiting room and continue their visit.
 4. VISITING TIMES.
 - a. The visiting room for the Camp and FCC Petersburg will be in operation on Thursday, Friday, Saturday, Sunday, Monday and federal holidays. On Thursday, Friday and Monday, the hours of operation will be 5:00 p.m. to 9:00 p.m. On Saturday, Sunday and holidays, the hours of operation will be 8:00 a.m. to 3:00 p.m.
 - b. Ordinarily, visitors arriving within one hour or less of the scheduled closing of the visiting room will be denied visitation privileges. Attachment 1 will be completed on any visitor denied entry.
 5. FREQUENCY OF VISITS AND NUMBER OF VISITORS.
 - a. Each inmate will receive 10 visiting points per month. Points are charged as follows: weekday visits - one point each day; weekends and holidays - two points each day. No more than six points can be used on weekends and holidays. Unused points are cancelled at the end of the month. Any part of a day shall count as a whole day/point. One visiting point will be rewarded for those visitors who voluntarily terminate their visit due to crowding conditions in the visiting room. The point shall be used during the month rewarded and will be cancelled at the end of the month.

- b. In the event of overcrowding, the person capacity for the visiting room is 188 for the FCC and 85 for the FPC. Visiting will be terminated using the following criteria: (1) persons volunteering to leave early, (2) frequency of visits and (3) distance the visitor traveled. Ordinarily, this determination will be made by the Institution Duty Officer with the assistance of the visiting room officers. The Institution Duty Officer will be responsible for coordinating termination of visitors. The Institution Duty Officer will be present in the visiting room area prior to termination.
- c. The number of approved visitors permitted to visit an inmate at one time will be limited to four. Children under two years of age who do not require a seat will not be counted against the four visitor rule. Children over two years of age count as one adult visitor. Attachment 2 will be used to monitor points used.

6. REGULAR VISITORS.

- a. Visiting lists will normally be compiled after an inmate has been assigned to a unit. An inmate desiring to have regular visitors must submit a list of proposed visitors to his counselor. All members of the inmate's immediate family will normally be placed on the approved list of visitors upon the inmate's request. Those will include: father, mother, stepfather, stepmother, brothers, sisters, wife, or anyone having served as a parent, such as a legal guardian, foster parents, grandparents (established in the inmate's pre-sentence report). Children or stepchildren under the age of 16 need not be on the visiting list as they must be accompanied by an adult.
- b. Many inmates may have immediate family living outside of the United States. If the immediate family member(s) are listed in the PSI, they will be processed for visiting consideration in the same manner as immediate family living in the United States. If they are not listed in the PSI, visiting forms will be forwarded for completion with a special request that a photo copy of their passport be returned with the questionnaires. If approved after vouchering, they must present their passport for identification upon arrival for visiting. Friends, associates and non-immediate family living outside of the United States will be required to complete visiting forms and provide a photo copy of their passport. The review and approval for placement on the visiting list will follow the procedures outlined in section 6c.
- c. A total of 6 other relatives, friends, and associates may be placed on the approved list if the inmate wishes and if there is no reason to exclude them (for those Petersburg inmates already having more than the 6 authorized visitors, we will "grandfather" in this policy change). For these visitors, the use of the Visitor Information Form, BP-5309, and Inmate Notification for Authorization to Release Information Form, BP-5310, is mandatory. These persons will not be allowed to visit until both forms are returned for review and approval by the unit team. Once the proposed visitor is approved and placed on the inmate's visiting list, the inmate will be notified by the case manager or counselor. The inmate will be given a copy of his approved visiting list and the visiting instruction sheet (Attachment 3) to send to each of his approved visitors.

- d. Inmates can request routine changes to their visiting list quarterly.
7. PERSONS WITH CRIMINAL RECORDS. The existence of a criminal record does not in itself constitute a barrier to prospective visits. Consideration will be given to the nature and extent of the criminal record and history of recent criminal activities, as weighed against the value of the relationship. Each case, however, must have the specific approval of the Warden.
8. ENTRANCE PROCEDURES.
- a. All visitors will be required to park and secure their vehicles in the parking spaces provided on the southwest section of the institution adjacent to the main entrance. All visitors will be required to stop and report to the bus shelter for instructions. Individuals who are not visiting will not be permitted to remain in their vehicles or in the parking area except to pick up or discharge passengers. The receptionist will have all visitors complete a form, Notification to Visitors, Attachment 4, which affirms that no contraband is in their possession. This will be kept for 1 year in a file in the lieutenant's office.
 - b. Visitors for the FCC visiting room will report to the administration building front lobby officer. Visitors must have proof of their identity prior to visits. Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.), prior to admission of the visitor to the visiting room (Attachment 3). The Institution Duty Officer will be responsible for handling all denials of visiting privileges (Attachment 1).
 - c. Visitors for the camp will proceed to the camp visiting room. The visitors are required to report directly to the visiting room officer.
 - d. All visitors who are age 16 or 17 years and not accompanied by an approved adult visitor must have a written consent/approval of a parent or legal guardian prior to visitation. An approval form must be sent to the inmate's unit team for verification of the parents consent (Attachment 2). The unit team will contact the parent to verify visiting approval. Once verified, the 16/17 year old will be added to the visiting list.
9. DRESS CODES FOR VISITORS. All visitors for inmates are expected to use good judgement and taste in their attire. The following guidelines will be used to determine proper attire for visitors. The Institution Duty Officer is responsible for determining suitable attire.
- a. Adult visitors (male and female) over the age of sixteen may wear walking shorts (or culottes) no more than 3 inches above the knee. Those visitors under 16 may wear suitable casual/play clothing.
 - b. No khaki colored clothing.
 - c. No see through clothing.
 - d. No military clothing.

- e. No tank tops or other wear that exposes the midriff area.
- f. No attire that exposes cleavage.
- g. Footwear required. Sandals are acceptable.
- h. Male visitors must wear shirts with sleeves.
- i. Skirts must be within 3 inches of the knee. No splits up high.
- j. No spandex type clothing or other tight fitting apparel.
- k. No sleeveless shirt tops.

Any questions regarding proper attire will be referred to the Institution Duty Officer.

10. DRESS CODES FOR INMATES. Institutional issued clothing only (shirt with collar, pants with belt, underwear, socks and shoes). No tee shirts as outer garments. Altered clothing will not be permitted and will result in an Incident Report. Only institution issued shoes, dress leather shoes sold in the commissary and tennis shoes may be worn in the visiting room.

11. VISITING ROOM OPERATIONS.

- a. Upon entrance to the visiting room, visitors will report to the visiting room officers. Visitors and inmates will sit where instructed by the visiting room officer. Chairs and tables will not be rearranged without permission of the visiting room officers. The television area is for children only. Only staff will change channels upon request.
- b. After visitors have been properly identified and registered, the inmate will be paged to report to the visiting shakedown room. Each inmate will be pat searched (visual search at officers discretion) prior to entering the visiting room. The only items the inmate will be allowed to carry into the visiting room will be a handkerchief, comb, wedding ring, reading glasses, religious pendant, and photo tickets. Only visitors are allowed in the vending machine area. Inmates are not allowed to make the purchase of vending items. Inmates will not be allowed to take anything back into the institution. No other items will be authorized unless prior approval has been received from the Warden. After the inmate's visit has been completed, he will be visually searched prior to returning to the compound. Camp inmates will continue to be pat searched in private (visual search at officers discretion) prior to leaving the visiting area. The only items the inmate will be allowed to bring back through the visiting shakedown room will be the photo tickets, handkerchief, comb, wedding ring, reading glasses, and religious pendant. All inmates will use their commissary cards for identification when entering the visiting room. Cards will be maintained by staff and returned upon completion of an inmate's visit.
- c. Visiting privileges may be taken from an inmate because of violation of institution regulations other than those specifically related or concerned with visiting regulations. Inmates may be denied a visit,

if in the opinion of the Warden or the authorized representative, it would jeopardize the security or orderly running of the institution. Attachment 1 will be completed for denied visits.

12. SPECIAL VISITS. Special visits will not be used to circumvent the requirement for background checks for visitors on the visiting list. All special visits approved by the unit team outside of normal visiting hours will be supervised by a unit team member. All such special visits will be authorized in advance and copies of the memorandum approving the visit will be forwarded to the visiting room officer.

Special visits will be considered for the following reasons:

- (1) Clergy, former or prospective employers, sponsors, and parole advisors. Visits in this category serve such purposes as assistance in release planning, counseling and discussion of family problems.
- (2) By attorneys:
 - (a) Attorney visits involving written documents must be approved in advance by the inmate's unit team. The unit team is responsible for arranging these visits. The attorney may be required to indicate where he is licensed to practice and how that fact may be verified. A memorandum must be sent to the visiting room officer, the control center officer, and the lieutenant's office. A member of the unit team must be present to supervise these visits during the time the documents or other materials are being used, if the visit is during other than normal visiting times. During normal visiting periods, the visiting room officer will provide supervision. All attorney visits shall be conducted in the visiting room.
 - (b) During attorney visits, a reasonable amount of legal material may be allowed in the visiting area with prior approval. Legal material may be reviewed by the inmate during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures. Inmates are expected to handle the receiving of legal materials through the mail as often as possible.
 - (c) Tape recordings may be used only in special circumstances and only if the attorney states in writing in advance that the sole purpose of the recording is to facilitate attorney-client or attorney-witness relationship. Approval must be given in advance by the Warden.
 - (d) Paralegals and assistants may be afforded the same status as attorneys, provided the following conditions are met: "The attorney provides the Warden with a signed statement certifying his agent's ability to perform the task (ii) a pledge to supervise his activities (iii) acceptance of personal and professional responsibility; (iv) the paralegal/assistant may also be required to fill out and sign

a personal history and a pledge to abide by Bureau regulations and institution guidelines."

13. VISITING AT OUTSIDE MEDICAL CENTERS. Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with those persons on the inmate's visiting list may be approved. The Unit Manager and/or unit team will route a memorandum to the Captain, Associate Warden (Programs), and the Warden for approval or disapproval. If approval is obtained, the Unit Manager and/or unit team will ensure the approving memorandum and the authorized visiting list is transferred to the outside medical facility.
14. TRANSPORTATION/DIRECTIONS TO FCC/FPC PETERSBURG. The town of Petersburg is approximately 25 miles south of Richmond, Virginia. To reach the institution, take Temple Avenue (Exit 54) off interstate 95 in Colonial Heights and follow Temple Avenue (Route 144 East) for 3 ½ miles. Turn left onto River Road (Route 725). River Road leads to the main entrance of the institution. Taxi fare from Petersburg is approximately \$7.00. Taxi fare from Hopewell is approximately \$5.50.
15. RESTRICTIONS. The Institution Duty Officer has the authority to terminate any visit for reasons of improper conduct on the part of the inmate or his visitor. They are also encouraged to use good judgement and common sense in enforcing the visiting policy.
16. RESPONSIBLE DEPARTMENT. Correctional Services.

Joseph M. Brooks, Warden

Distribution:

AW(P)
AW(O)
AW(I/E)
Camp Administrator
Special Asst
Dept Heads
Lieutenants
Case Managers
Corr Counselors
Control Center
Visiting Room Officer
Duty Officer File
Inmate Law Libraries
Dorm Officer
Post Orders
MXR
Master File

Institution Duty Officer

FCC, Petersburg, VA

Visitors Denied Entrance into the Institution

Warden

On _____ at _____ (am,pm) the following visitor
_____ was denied entrance into the institution.

Inmate Name and Number: _____

Reason for denial:

1. No identification
2. Not on Visiting List
3. Underage without parent/guardian
4. Improper Attire
5. Other _____

Comments:

cc: Warden
AW(P)
AW(O)
Camp Administrator (Camp Inmates Only)
Unit Manager
Captain

**PARENTAL VISITING CONSENT FORM
FOR AGES 16 OR 17 (only)**

I, _____ hereby authorize _____,
who is age 16 or 17 permission to visit with inmate
_____, Reg. No. _____, and will
not be accompanied by an adult.

His/her relationship to the inmate is _____. For
verification, you may contact me at daytime telephone
number: (____) ____-_____, evenings (____) ____-_____.

I am advised that in the future if I elect to cancel my
authorization, I must do so in writing to the institution staff
(unit team).

Signature of Parent/Legal Guardian

Date

FEDERAL CORRECTIONAL COMPLEX
Petersburg, Virginia

Visiting Instructions

1. The visiting room for the Camp and FCC Petersburg will be in operation on Thursday, Friday, Saturday, Sunday, Monday and federal holidays. On Thursday, Friday and Monday, the hours of operation will be 5:00 p.m. to 9:00 p.m. On Saturday, Sunday and holidays, the hours of operation will be 8:00 a.m. to 3:00 p.m. Ordinarily, visitors arriving within one hour or less closing of visiting room will be denied visitation privileges. Smoking is not permitted in either visiting room.
2. Each inmate will receive 10 points per month. Points are charged as follows: weekday visits - one point each; weekends and holidays - two points each. No more than six points can be used on weekends and holidays. Unused points are cancelled at the end of the month. Any part of a day shall count as a whole day. In the event of overcrowding, visiting will be terminated using the following criteria: (1) persons volunteering to leave early, (2) frequency of visits and (3) distance the visitor traveled. Ordinarily, this determination will be made by the operations lieutenant with the assistance of the visiting room officers. The Institution Duty Officer will be notified either in writing or verbally. The number of approved visitors permitted to visit an inmate at one time will be limited to four. Children under two who do not require a seat will not be counted against the four visitor rule. (Children over two years of age and older count as one adult visitor).
3. Visiting Procedures: All visitors will be required to park and secure their vehicles in the parking spaces provided on the southwest section of the institution adjacent to the main entrance. All visitors will be required to stop and report to the bus shelter for instructions. A handicap parking space is available in front of the administration building, for vehicles displaying the handicap tags. Individuals who are not visiting will not be permitted to remain in their vehicles or in the parking area except to pick up or discharge passengers. Upon reporting to the administration building or camp visiting room, visitors must have proof of their identity prior to visiting. Personal identification must contain a photograph, such as a driver's license. All visitors under the age of 16 years must be accompanied by an approved adult visitor. All inmate visitors are expected to use good judgement and taste in their attire. The following guidelines will be used to determine proper attire for visitors. The front entrance officer or camp visiting room officer is responsible for processing admission into the facility.
 - a. Adult visitors (male and female) over the age of sixteen may wear walking shorts (or culottes) no more than 3 inches above the knee. Those visitors under 16 may wear suitable casual/play clothing.
 - b. No khaki colored clothing.
 - c. No see-through clothing.
 - d. No military clothing.

- e. No tank tops or other wear that exposes the midriff area.
- f. No attire that exposes cleavage.
- g. Footwear required. Sandals are acceptable.
- h. Male visitors must wear shirts with sleeves.
- i. Skirts must be within 3 inches of the knee. No splits up high.
- j. No spandex type clothing or other tight fitting apparel.
- k. All visitors ages 16 & 17 not accompanied by an approved adult visitor must have parental consent prior to visiting.

Any questions regarding proper attire can be referred to the Operations Lieutenant or Institution Duty Officer.

Visiting privileges may be denied if the proper attire is not worn. Upon entrance to the visiting room, visitors will report to the visiting room officers. Inmates are allowed to embrace and kiss their visitors upon entering the visiting area and again prior to departure. Any excessive display of affection will result in termination of the visit. Visitors and inmates will sit where instructed by the visiting room officers. Chairs and tables will not be rearranged without the permission of the visiting room officer. The television is for children only. Only our staff may change T.V. channels upon request. Children must be supervised by a responsible approved visitor at all times.

- 4. Allowable and Unallowable Items: To introduce contraband of any kind into this institution is a violation of Federal Law (Title 18, Section 1791, U.S.C.) which provides a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any federal penal or correctional institution or takes or attempts to take or send therefrom anything whatsoever without the knowledge and consent of the chief executive officer of the institution. Inmates are furnished all necessities and visitors should refrain from bringing articles or gifts of any kind. Cameras, radios, cellphones, pagers and tape recorders are not permitted in the visiting room.

Inmates are not allowed to exchange or sign papers during non-legal visits. Packages, handbags, suitcases, baby strollers, etc., are not permitted in the visiting room. Items for infant care contained in a small diaper bag are permitted but must be inspected for contraband prior to their admittance to the visiting room.

Visitors are not allowed to bring food into the visiting room. Coin operated sandwich machines, cold drink machines, and candy machines are located in the visiting room for your convenience. You are permitted to purchase items from these machines for yourself and for the inmate you are visiting.

Cash, checks, or money orders will not be accepted in the visiting room for deposit to an inmate's account. Articles or gifts of any kind for inmates are not permitted.

5. TRANSPORTATION/DIRECTIONS TO FCC/FPC PETERSBURG. The town of Petersburg is approximately 25 miles south of Richmond, Virginia. To reach the institution, take Temple Avenue (Exit 54) off interstate 95 in Colonial Heights and follow Temple Avenue (Route 144 East) for 3 ½ miles. Turn left onto River Road (Route 725). River Road leads to the main entrance of the institution. Taxi fare from Petersburg is approximately \$7.00. Taxi fare from Hopewell is approximately \$5.50.
6. Each inmate should forward a copy of FCC Petersburg visiting instructions (Attachment 3) to their visitors.

Now that we have explained our rules to you, we also want you to know that we will make every effort to make your visit pleasurable. Please let us know if staff are discourteous or there are other problems. You can request to speak with our Duty Officer or write to the Associate Warden (Programs).